GUNDAROO PUBLIC SCHOOL
ATTENDANCE POLICY

PURPOSE

The aim of this document is to ensure that the school meets its legal requirements of student attendance.

RATIONALE

Under the NSW Education Reform Act 1990 all children between the ages of six and fifteen are required to be enrolled at a government or registered school and attend school on each day that instruction is provided.

KEY POLICY STATEMENTS

- Regular school attendance should be encouraged as it is important for the academic and social development of students.
- Accurate records of students attendance must be kept.
- Monitoring of student attendance is essential for legal requirements and academic and social student development.

PRINCIPAL'S RESPONSIBILITIES

The Principal will

- monitor class rolls and provide a facility to store absence notes/records for 12 months from date received
- establish structures and procedures so that teachers have support when dealing with attendance problems
- ensure that details of transfers are recorded
- ensure that the attendance requirements are part of the School Information Booklet for new students

TEACHERS' RESPONSIBILITIES

Teachers will

- mark the attendance roll daily as set out in the front of the class roll and/or follow Oasis procedures
- decide whether the absence is recorded as Sick, Leave, Absent with no plausible reason, Exempt – family holiday, out on school Business or Expelled or suspended
- ensure that explanation of absences are received within 7 days
- retain explanation of absence notes from parent or care giver for 12 months form the date received
- monitor rolls regularly to identify and assist students with unsatisfactory attendance
- alert the principal of any concerns they have regarding a student’s attendance and/or lack of explanation from the parent or care giver

STUDENTS' RESPONSIBILITIES

Students will
• attend school each day that instruction is provided

**PARENTS’ RESPONSIBILITIES**

Parents will
• ensure their child attends school on each day the school is open for instruction
• send a note to the school or contact the front office by phone explaining the student’s absence within seven days

**References:**


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